Research Shutdown Checklist

For each person in the group, develop a list of goals that can be completed remotely:

- Data analysis
- Manuscript preparation
- Reading literature
- Preparing grant materials
- In silico work
- Remote course work
- Acquisition of new computational skills
- Professional development activities
- Take online safety training

Establish a plan for ongoing interactions:

- Determine format and interval for all-group meetings and one-on-one and smaller meetings. Many labs have weekly group meetings via Zoom.
- Establish expectations for how researchers document their work when working remotely.

Lab shutdown – General safety and equipment

- Distribute lab contact list
- Remove all perishable food from break areas, lockers and refrigerators
- Back up critical research data
- Ensure lab members have remote access to work off site
- Secure lab notebooks and other data
- Take laptops home or secure in locked locations
- Secure physical hazards, such as sharps
- Remove items from window ledges
- Close all gas valves and water taps
- Shut off gas to area, if possible
- Decontaminate areas of the lab as you would do routinely at the end of the day
- Lock all outer lab doors
- Update emergency contacts on outer doors
- Cancel orders for non-essential research materials if they have not yet shipped.
- Contact loading dock/mail services personnel to notify them of any expected incoming shipments.
- Do not place any packages potentially containing dry ice in a walk in cold room or freezer

Lab shutdown – Chemicals, materials and equipment

- Consolidate storage of valuable perishable items within storage units that have backup systems.
- Fill dewars and cryogen containers for sample storage and critical equipment
- Properly secure all hazardous materials in long-term storage. Use secondary containers for any chemicals stored on the floor.
- Ensure all flammables are stored in flammable storage cabinets with secondary containment
- Ensure all items are labeled appropriately
- Remove all chemicals and glassware from benchtops and fume hoods and store in cabinets or appropriate shelving
- Request waste pickup for chemicals that may become unstable over time
- Submit a collection request for all chemical waste items
☐ Ensure all hazardous chemical waste containers are securely closed, properly labeled and stored by compatibility. Use secondary containers for wastes not stored in storage cabinets.
☐ Collect contents of any acid/base baths and request waste pickup.
☐ Confirm inventory of controlled substances and document in log book.
☐ Secure controlled substances.
☐ Check that all gas cylinders are secured and stored in an upright position.
☐ Remove gas cylinder regulators and use caps.
☐ Ensure cryogenic liquids are properly vented.

Lab shutdown – Biological materials and animals
☐ Ensure all items are labeled appropriately.
☐ Freeze any biological stock material for long-term storage.
☐ Consolidate storage of valuable perishable items within storage units that have backup systems.
☐ Fill dewars and cryogen containers for sample storage and critical equipment.
☐ Remove infectious materials from biosafety cabinets and autoclave, disinfect, or safely store them as appropriate.
☐ Decontaminate and clean any reusable material that may be contaminated with biological material.
☐ Disinfect and empty biological waste in aspirator collection flasks.
☐ Collect all solid biological waste in appropriate containers. Dispose of waste properly.
☐ Ensure cryogenic liquids are properly vented.
☐ Designate essential employees to take care of animals.
☐ Contact OAW about current animal care recommendations.

Lab shutdown – Radiological materials
☐ Ensure all items are labeled appropriately.
☐ Secure/lock radioactive materials inside a refrigerator, freezer, lockbox or cabinet in accordance with normal laboratory procedure.
☐ Store all radioactive waste in an approved radioactive waste container and secured it properly in accordance with normal laboratory procedure.
☐ Collect unwanted radioactive material into the appropriate waste containers and request a Radioactive Waste Pick up from EH&S.
☐ Consult with Radiation Safety if items need to be moved to another location.

Essential Services Adaptations:
☐ Follow all standard (e.g. PPE use) and pandemic-related (e.g., regular disinfection of surfaces) safety protocols.
☐ Distribute list of duties to be performed by essential personnel, with location and designated time of day for such duties indicated.
☐ Post lab map with maximum room/bay occupancy to maintain social distancing inside lab entryway.